

28 November 1968

MEMORANDUM FOR: Chief, Archives and Records Center

*Lg 11-29-68*

SUBJECT : Vital Records Policy

REFERENCE : Your Memo to Chief, Records Administration  
Branch, Same Subject, Dated 18 October 1968

1. The referenced memorandum has been forwarded to CRS by the CIA Records Administration Officer for our comment.
2. The CRS decision to discontinue its two indexes, the printed Intelligence Publications Index (IPI) for finished intelligence and the Intello-fax punched card system for raw information reports, was based on a reduction in manpower, a reorganization of our reference services, and a shift to computer equipment from conventional punched card equipment.
3. CRS and OCS are following closely a current deliberation concerning possible installation of a computer at the OC site in your vicinity. If the computer is installed, CRS will arrange to maintain a duplicate magnetic tape data base in the associated tape library. The separation of subject index and document collection would not be ideal but such an arrangement would serve to backstop emergency operations until a longer range solution could be worked out.
4. In the event that the OC computer is not authorized, CRS is also prepared to examine the pros and cons of maintaining a duplicate regularly updated magnetic tape library on file at the Center under the assumption that computing capacity could and would be requisitioned from some nearby computer installation in a national emergency.
5. CRS will provide a quarterly print-out of references to finished intelligence reports until a final decision is made on the OC computer. This will furnish in published format a subject index to what is referred to in your

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referenced memorandum as "Program Product Records in the Agency Archives." It is not practical in our view, however, to inaugurate a parallel printing and updating of the voluminous index records to the raw intelligence materials at the repository. CRS proposes to rely for the present on the duplicate machine language versions of its principal data bases which it maintains in a separate location (against risk of fire and inadvertent erasure) here at headquarters.

6. Finally, it is essential in our view that the documents and microfilmed series designated as Vital Records continue to be deposited at the A&RC. These deposits satisfy archival requirements for CIA documents and constitute insurance backup against major emergencies at headquarters. As you note, they are supported by co-located indexes through 1967. The prospects would seem to be good and improving that a reasonable and economic solution for the deposit of index records in machine language will be worked out in the near future.

  
Director, Central Reference Service

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